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## Downtown Beaver Dam Market Rules & Regulations

### Description:

The Beaver Dam Downtown Farmers Market is an open market that will consider all types of respectable vendors and products. There is a preference and emphasis on home grown fruits, vegetables, plants, meat, honey, eggs, etc. In addition, for non-food products, there is a preference given to hand-made items.

### Dates & Location:

Saturdays 8:00 a.m. – 12:00 p.m.

Wednesdays 8:00 a.m. – 12:00 p.m.

Begin the first Saturday of May and concludes on the final Saturday of October.

Located in the city lot at the corner of Center Street and Ryan Cantafio Blvd. – (Pending city development)

If developed, our tentative back-up location is the Marco's Pizza parking lot on Maple Street.

### Product Types

"Farm Product" refers to fresh foods that the farmers plant, grow or care for, and harvest (e.g. fruits, vegetables, nuts, eggs, meats, milk, etc.). This food is not processed or is minimally processed.

"Farm Product Reseller" refers to foods purchased and resold from farmers. The vendor does not represent the farm from which the products were grown/raised. (e.g. fruits, vegetables, nuts, eggs, meats, milk, etc.). This food is not processed or is minimally processed. Your stand must designate you are a reseller. No more than 20% of your product mix average over the season can be from another farm. You must prominently display where these goods come from.

"Valued-Added Product" refers to products with one or both of the following two characteristics: (1) The farmers make the foods from raw ingredients and primarily, from ingredients that they plant, grow or care for, and harvest AND/OR (2) they process the foods through baking, cooking, canning, drying, fermenting, preserving, or spinning techniques (e.g., baked goods, cheese, jams, dried fruit, viticulture, pickles, wool yarn, etc.).

"Ready-to-Eat Food" refers to products that agriculture or non-agriculture businesses make from ingredients that they primarily purchase. The food is made at the market for immediate consumption.

"Plants & Flowers" refers to bedding or house plants and cut flowers.



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"Arts and Crafts" refers to products that are made by the vendor themselves.

"Direct Sale Company" an independent contractor or representative sells a company's products directly to consumers.

"Reused and Recycled" Vendors who sell merchandised previously used to be loved by someone new – no clothing please – only upcycled, home décor, collectible, antique items – (this is not a garage sale).

Vendor application requires vendors to provide a product listing

#### **Space / Stall Details**

- Vendor spaces come in two sizes: one parking stall or two. Vehicles with a trailer will require the use of two stalls. There are no assigned spaces
- There must be 20 feet of clearance down the center of the market to accommodate emergency vehicles.
- There is ABSOLUTELY no saving of spots for other vendors.
- Spots must be filled in order and leave no more than a five foot space between vendors to make use of all of our space.
- It is requested that the East side of the parking lot be kept for produce/perishable items and West side for non-perishable items due to the sun.
- Trash, including produce debris and food items must be swept up and disposed of after each market. Vendors are responsible for cleaning their own area before leaving. Trash must be packed out; public trash containers are for customer use only. Grease and other hazardous materials cannot be poured down the city sewer system.
- Tents must be properly weighted for safety purposes.

**Vending Policies (Expectations)** NOTE: It is the vendors' responsibility to be familiar with the local, state and federal regulations and permits that govern the products in which they sell. The notes and guidelines included in this document are included as a courtesy, but do not take precedence over governmental policy.

- Vendors are required to have a sign with their name and location (city or town); growers must also list prices. Signs must be prominently displayed each week.
- All products not grown on your farm must have signage to indicate where they were purchased from. Consumers must be clearly informed if a product sold is not directly from your farm/business, but rather, resold.



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- Vendors must complete the application process through the Beaver Dam Chamber before being allowed at the Market.
  - A Farmers Market Season Pass will be given to you. Display this pass at all times during the market.
  - The Market is held rain or shine.
  - If a significant number of vendors are absent, vendors may move closer together and condense the overall footprint of the market.
  - Cancellation may occur in the event that the National Weather Service indicates severe weather warnings throughout the entire market time. In the rare event of a cancellation, notification will be made via email, Facebook, and on WBEV/WXRO. No refunds are given in the event of a cancellation; however, weekly vendors may request an alternative weekend to attend.
  - Market Management reserves the right to conduct on-site inspections of farms, kitchens or other workshops or spaces.
  - No smoking in vendor stalls.
  - Non-produce vendors are responsible for collecting, reporting and paying sales tax.
  - Rude or aggressive behavior toward Market staff, other vendors or customers by Vendors will not be tolerated and may result in not being allowed back.
  - Vendors are allowed to drive onsite between 6:15 a.m. and 7:30 a.m. All vendors must be onsite by 7:30 a.m. No vehicles are allowed to enter or exit the site between 7:30 a.m. and 12:05 p.m. unless the vendor has asked for an exception and is parked in an area that is easily exited.
  - Do not block driveways it is an emergency response violation.
  - All vendor products must comply with, all applicable federal, state, county and local laws and regulations.
  - All produce shall be sold by legal weights and measures. Vendors are responsible for having their scales certified for compliance. (See WI State Food Code.) To contact the Madison DATCP weights and measures call 608-224-4942 or email [DATCPWeightsandMeasures@Wisconsin.gov](mailto:DATCPWeightsandMeasures@Wisconsin.gov) to arrange for a DATCP representative to visit the market to certify scales.
  - Vendors are responsible for obtaining all licenses or permits required for the sale of the product to the public. Copies of such licenses/permits shall be submitted to the Beaver Dam Chamber of Commerce annually.
  - Sampling must meet County Health Department code. Please contact the Health Department for details.